



US Army Installation Management Command Garrison Force Reshaping

Our mission is to provide Soldiers, Civilians and their Families with a quality of life commensurate with the quality of their service.

We are the Army's Home



Agenda

Purpose
Directives
CG's Imperatives
Constructive Personnel Management Tools
for Downsizing the Workforce
IMCOM Enterprise Placement Program
Application Procedures
Way Ahead



Purpose



To provide a background and overview of the U.S. Army Installation Management Command (IMCOM) Garrison Force Reshaping, IMCOM Enterprise Placement Program (IEPP) and way ahead to Employees



Key Messages



- IMCOM Civilian employees play an essential role in taking care of Soldiers, their Families and Civilians
- IMCOM employees are valued assets and the Command has high interest in retaining and sustaining the talent pool
- IMCOM will use an IMCOM Enterprise Placement Program (IEPP) to preserve its human capital, retain institutional knowledge and maximize investments
- Strong communication and encouraged participation, integrity, transparency, and adherence to the business rules of the program all play key roles in the success of the program



Directives



Secretary of Defense Resource Management Directive 7032A

Secretary of the Army memorandum, dated 11 July 2011,
Subject: Implementation of OMA-Funded Civilian Reductions
(U)

CG, IMCOM message, Subject: Hiring Freeze, dated 6 June
2011

OPORDER 12-020, U.S. Army Installation Command Garrison
Civilian On Board Strength Force Reduction and Reshape (U),
211330ZOct11



CG's Imperatives



Improve the effectiveness and efficiencies of installation services

Preserve IMCOM's investment in talented and trained employees

Use constructive personnel management tools to restructure and right size IMCOM at the Garrison level

Place IMCOM Garrison employees assigned to over strength positions into critical Garrison vacancies

Reduce the civilian workforce through the use of personnel management tools to mitigate and negate the need for reduction in force

Implement the IMCOM Enterprise Placement Program as a tool to place employees voluntarily and cross level Garrison personnel

End state – When Garrison's OMA direct funded civilian OBS does not exceed approved FY 13 Provisional TDA end strength.



Constructive Personnel Management Tools



- Tools to reduce and reshape the workforce
- Hiring freeze
- VERA and VSIP
- Workforce Alignment
- Manage attrition
- Partner with other organizations to place employees assigned to over strength positions



IMCOM Enterprise Placement Program

IMCOM Enterprise Placement Program (IEPP) Intent
Goal is to internally cross level valued IMCOM employees into vacant positions throughout the command
Program is voluntary for reassignment and change to lower grade
Provide Garrison employees who are likely to be adversely affected by imposed structure and funding changes with continued employment opportunities

- Benefits of IEPP
Maintain valued and talented IMCOM personnel
Fill critical Garrison vacancies without adding to IMCOM strength
Fill jobs faster



IMCOM Enterprise Placement Program



IMCOM Enterprise Placement Program (IEPP) Business Rules
Applicability: Program is for Appropriated Fund IMCOM employees who are likely to be adversely affected by garrison reductions

Includes CONUS and OCONUS employees willing to relocate

Procedures:

Garrisons identify critical vacancies for which they have approval to fill

Vacancies (APF & NAF, OMAR) posted on IEPP Portal on AKO
Employees will update resumes and apply for positions through the portal

Vacancy announcements will be open for 7 days during Implementation Phase

Employee consideration is limited to current permanent grade or lower

Referral lists will be developed and sent to selecting officials



- IMCOM Enterprise Placement Program (IEPP) Business Rule Procedures continued...
 - Employees may voluntarily apply for vacancies for which they are qualified for (lateral or change to lower grade)
 - Hiring officials are encouraged to conduct reference checks and interviews
 - CPAC will verify qualifications and make job offers.
 - Employee is notified of placement and reports within 45 days
 - Employees who decline job offers will receive no further consideration (extenuating circumstances will be considered)
 - Employee who accepts then declines job offer ineligible for VERA/VSIP
 - PCS costs are paid by losing garrison



PURPOSE. To provide guidance to IMCOM employees on the process for applying for vacant positions posted on the IEPP Portal, located at <https://www.us.army.mil/suite/page/662838>.

APPLICABILITY. IMCOM employees (US citizens) who are likely to be affected adversely by imposed structure and funding changes. This program covers Appropriated Fund (APF) employees who meet the following conditions:

- a. Serving on appointments without time limitations; i.e. permanent positions
- b. Eligible to be appointed noncompetitively;
- c. Available and willing to relocate to positions for which they request consideration; *
- d. Have satisfactory performance and no current substantiated performance or conduct problems or other disciplinary action; and,
- e. Have no approved Voluntary Separation Incentive Pay (VSIP).


*Relocating employees are entitled to receive PCS costs



How to apply for IEPP Positions



The IEPP Portal




[Email](#) [Files](#) [Discuss](#) [Groups](#) [IM](#) [Forms](#) [Video](#) [People](#) [Help](#) [Logout](#)

[Home](#) [My Account](#) [Favorites](#) [Quick Links](#) [Self Service](#)


[AKO Content](#) [Search](#)

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IMCOM Enterprise Placement Program Portal



IMCOM Enterprise Placement Program



IEPP Vacancies

*TO BE ELIGIBLE FOR THESE POSTIONS YOU MUST CURRENTLY BE AN APPROPRIATED FUNDS IMCOM EMPLOYEE.

How to apply for a position

- 1) Search the list below for a position you are qualified for .
- 2) Update your resume and email the POC listed for the position along with the job listing number .
- 3) If you have not heard of your referral status within 14 days of announcement closing please contact the Vacancy POC .

IEPP Vacancies

[1](#) [2](#) [3](#) [4](#) [5](#)

[Add](#) [Edit](#) [Delete](#) [Delete All](#) [Export](#) [Export to Files](#) [Import](#) [Refresh](#)

Filter:

Show 10 [20] 50 100 1 - 20 of 146

Go

	Closing Date	Job Listing No.	Position Description No.	Position Title	Grade	Salary	Organization	Location	POC (email address)
<input type="checkbox"/>	21Nov2011	11-001		Audio-Visual Information Specialist	GS-1001-07	33979-44176		West Point, NY	IMCOM.HQ.CIVPER@CONUS.ARMY.MIL
<input type="checkbox"/>	21Nov2011	11-012		Human Resources Assistant	GS-0203-05	27431-35657		West Point, NY	IMCOM.HQ.CIVPER@CONUS.ARMY.MIL
<input type="checkbox"/>	21Nov2011	11-019		AC Equipment Mech	WG-5306-10			West Point, NY	IMCOM.HQ.CIVPER@CONUS.ARMY.MIL



How to apply for IEPP Positions



Listing of positions in the Vacancies Section

IEPP Vacancies

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IEPP Vacancies

1 2 3 4 5

Add Edit Delete Delete All Export Export to Files Import Refresh

	Closing Date	Job Listing No.	Position Description No.	Position Title	Grade	Salary	Organization
<input type="checkbox"/>	21Nov2011	11-001		Audio-Visual Information Specialist	GS-1001-07	33979-44176	
<input type="checkbox"/>	21Nov2011	11-012		Human Resources Assistant	GS-0203-05	27431-35657	
<input type="checkbox"/>	21Nov2011	11-019		AC Equipment Mech	WG-5306-10		
<input type="checkbox"/>	21Nov2011	11-069		ACS AER Relief Specialist	GS-0301-09	41563-54028	
<input type="checkbox"/>	21Nov2011	11-070		ACS Installation Volunteer and FAP Coord	GS-0301-11	50287-65371	
<input type="checkbox"/>	21Nov2011	11-136		Administrative Assistant	GS-0303-07	33979-44176	
<input type="checkbox"/>	21Nov2011	11-100		Administrative Asst	GS-0303-09	41563-54028	



IMCOM Enterprise Placement Program Community Documents

IMCOM Enterprise Placement Program Portal Knowledge CenterOptions

IMCOM Enterprise Placement Program Community Documents [Personal](#)
[and Teams](#)

Show 10 **[20]** 50 100

[Add File](#) [Add Folder](#) [Copy](#) [Delete](#) [Recycle Bin](#) [Download](#) [Move](#) [Send Link](#)

[Low Bandwidth Mode](#) [Tiles View](#)

<input type="checkbox"/>	Name	Type	Creator	Size	Date / Time GMT	Version
<input type="checkbox"/>	Administrative	Folder	weslie.anderson	14 files	Sep 13, 2011 10:03 PM	
<input type="checkbox"/>	Resources	Folder	weslie.anderson	1 file	Sep 14, 2011 3:06 PM	



How to apply for IEPP Positions



IMCOM Enterprise Placement Program Calendar

IMCOM Enterprise Placement Program Calendar

Options

Upcoming Events

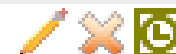
[Full Month View](#) [Add Event](#)

Event: IEPP Portal Goes LIVE!

Time: 11/8/2011 24:00 GMT - 3/30/2012 24:00 GMT

Location:

Summary:



On November 8th the IEPP portal will go live allowing IMCOM Garrison Employees to start applying for positions.



How to apply for IEPP Positions



IMCOM Enterprise Placement Program Announcements

IMCOM Enterprise Placement Program Announcements

27 Oct 2011 16:08 GMT

Please click on the link to the right for details on how to apply for a vacancy. For any questions on specific jobs please contact the POC listed with the announcement.

[Current](#) « [Previous](#) | [Next](#) » [Archived](#)

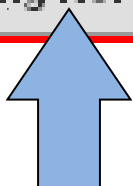


IMCOM Enterprise Placement Program- Searching

Search results summary: Show 10 [20] 50 100 1 - 20 of 146

Filter: Position Description No. ▼ contains ▼ Welder Go

Closing Date	Job Listing No.	Position Description No.	▲ Position Title
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Click here to sort



How to apply for IEPP Positions



IMCOM Enterprise Placement Program- Applying

Message Insert Options Format Text

To: jane.doe@us.army.mil

Cc:

Subject: Application for position # ABC-123001 Management Analyst

Attached: [JohnDoeResume.doc \(26 KB\)](#)

Send

Dear Ms. JobPlacementWorker,

Attached you'll find a copy of my resume. I'd like to apply for the Management Analyst position at Fort Knox. The job number is ABC-123001.

Please let me know if you need any additional information, I may be reached at (555)555-5555 or emailed at john.doe@us.army.mil

Best Regards,

John Doe


Name **Position Title** **Contact information** **Job Number**




How to apply for IEPP Positions



IMCOM Enterprise Placement Program PortalOptions



IMCOM Enterprise Placement Program



IEPP VacanciesOptions

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IEPP Vacancies

1 2 3 4 5

Add Edit Delete Delete All Export Export to Files Import Refresh

Filter: Position Description No. contains Welder Go

	Closing Date	Job Listing No.	Position Description No.	Position Title	Grade	Salary	Organization	Location	POC (email address)
<input type="checkbox"/>	21Nov2011	11-001		Audio-Visual Information Specialist	GS-1001-07	33979-44176		West Point, NY	IMCOM.HQ.CIVPER@CONUS.ARMY.MIL
<input type="checkbox"/>	21Nov2011	11-012		Human Resources Assistant	GS-0203-05	27431-35657		West Point, NY	IMCOM.HQ.CIVPER@CONUS.ARMY.MIL

•Point of Contact: If you have any problems with the data base please send an email to IMCOM.HQ.CIVPER@conus.army.mil .

•If you have any questions concerning a particular job announcement please contact the job announcement POC.



Garrison resources



Garrison Employees can request assistance from the following offices

CPAC - John Doe @ 211- 555-1234 Bldg 1600
PA avenue

ACS (Resume Writing/updating): Bob Smith, @
211- 555-5678



Way Ahead



- Phase I (Nov 2011 through Feb 2012) is the initial standup of the program and will be centrally operated and managed at HQ IMCOM by a task force established for this purpose with support from the Regions.
- Phase 2 (March 2012) assessment of the implementation plan, operating procedures, costs, and placement results
- Phase 3 (April 2012) -implementation of decisions made based on assessment.

Communication and keeping employees informed is the key to program success.



INSTALLATION MANAGEMENT COMMAND



“Sustain, Support and Defend”